

COMMERCE SMALL PURCHASES SYSTEM (CSPS)
PROCUREMENT DESK PROCEDURES

INDEX D

Quick Reference Index

<u>Action to Perform</u>	<u>Page</u>
Add a New Line Item	13-7
Add New Employee to the Contracting Office	24-2
Apply Requisition Changes Once an RFQ has been Entered	7-6
Approve a Purchase Order Document	12-2
Assign Requisition to an RFQ or to a Purchase Order	7-3
Assign Requisition to Another Contracting Office	6-6
Assign Requisition to Buyer	6-4
Assign Requisition to Contracting Office XX	6-7
Award Vendor Response	10-12
Cancel a Document/Line Item	13-4
Cancel an RFQ	8-6
Cancel Document/Line Item	3-8
Change an Employee's Role(s)	24-5
Compare Vendor Responses	10-10
Complete CD-409 report	11-68
Complete SF-281 report	11-66
Complete the CD-409 report for BPA	14-11
Complete the SF-281 report for BPA	14-9
Copy Purchase Request	2-18
Create a New City Code	21-2
Create a New Clause or Line Note	20-2

COMMERCE SMALL PURCHASES SYSTEM (CSPS)
PROCUREMENT DESK PROCEDURES

<u>Action to Perform</u>	<u>Page</u>
Create a New Code Value	17-2
Create a New Originating Office Code	19-2
Create a New Receiving Office Code	18-2
Create a New Vendor	16-2
Create an RFQ	8-2
Create Default Review Routing	4-2
Create New DUNS Number/Contractor Type	22-2
Create New Product Service Code	23-2
 Deleting a Message	 25-2
 Enter a BPA Call (Not Linked to a Purchase Request)	 15-3
Enter a BPA Call Linked to a Purchase Request	15-26
Enter a BPA Master	14-2
Enter a Purchase Request	15-26
Enter Purchase Order (not Based on a Purchase Request or RFQ)	11-2
Enter Purchase Order Based on a Purchase Request (No RFQ)	11-30
Enter Purchase Order Based on a RFQ	11-53
Enter Purchase Order Based on Multiple Requisition Line Items	11-55
Enter Purchase Request	2-2
Enter Trade-in and Discount Information	11-57
 Issue an RFQ	 8-6
 Modify Existing Line Item Data (Administrative Changes Only)	 13-2

COMMERCE SMALL PURCHASES SYSTEM (CSPS)
PROCUREMENT DESK PROCEDURES

<u>Action to Perform</u>	<u>Page</u>
Modify Existing Line Item Data (Administrative Changes Only)	3-2
Print (Run) CD-404 Report	11-72
Print (Run) CD-409 Report	11-77
Print (Run) CD-435 Report	2-19
Print (Run) Procurement Actions Reports	6-9
Print (Run) SF-281 Report	11-74
Print (Run) the City Codes Report	21-4
Print (Run) the Document Clauses Report	20-4
Print (Run) the Originating Office Codes Report	19-4
Print (Run) the Procurement Roles Report	24-6
Print (Run) the Purchasing System Codes Report	17-4
Print (Run) the SF-18 Quotes Received Report	10-18
Print (Run) the SF-18 Request for Quote	8-8
Print (Run) the Shipping Code Maintenance Report	18-4
Query a New Originating Office Code	19-3
Query a New Receiving Office Code	18-3
Query a Purchase Code	17-3
Query a State Code	21-3
Query a Vendor Profile	28-2
Query an Administrator	26-2
Query New DUNS Number/Contractor Type	22-3
Query New Product Service Code	23-3
Query Purchase Request	27-2

COMMERCE SMALL PURCHASES SYSTEM (CSPS)
PROCUREMENT DESK PROCEDURES

<u>Action to Perform</u>	<u>Page</u>
Record New Vendor Response	10-2
Remove an Employee from the Contracting Office	24-3
Return a Line Item to the Workload Screen	8-5
Review Buyer's Current Workload	6-3
Review Document	5-2
Update an RFQ	8-4
Update Vendor Response	10-8
View a Requisition	6-2
View an Issued RFQ	9-2
View Purchase Order	11-56
View Requisition from the Workload Screen	7-2
View Vendor Response	10-9